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The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of September, 2023 were approved by the Mason Transit Authority Board, by motion, on this 17th day of October, 2023.

DocuSigned by:
John Campbell
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John Campbell, Chair

DocuSigned by:
Eric Onisko
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Eric Onisko, Vice Chair

Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

DocuSigned by:
John Sheridan
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John Sheridan, Authority Member

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Kevin Shutty
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Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht 721B4A4E0A1345... DATE: 10/30/2023
Tracy Becht, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
September 19, 2023
Virtually and at
Mason Transit Authority's
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:01 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present at T-CC: Eric Onisko, Vice Chair, Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, John Sheridan and Sharon Trask.

   Authority Voting Board Members Present via WebEx: John Campbell, Chair, and Kevin Shutty. **Quorum met**.

   Authority Voting Board Members Not Present: Sandy Tarzwell

   Authority Non-voting Board Member Not Present via WebEx: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present at T-CC: John Piety

   MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; Jason Rowe, Operations Manager; Tyler Hildebrandt, Technical Support Analyst; and Tracy Becht, Clerk of the Authority Board.

   Others Present at T-CC: None.

3. **PUBLIC COMMENT** –There were no members of the public attending the meeting or virtually via WebEx.

4. **APPROVAL OF AGENDA**

   Moved that the agenda for the September 19, 2023 Mason Transit Authority (MTA) regular board meeting be approved as amended to include item 6C a Consolidated Grant Agreement provided by WSDOT earlier in the day and ready for consideration by the Board.
   Neatherlin/Trask. Motion carried.

5. **CONSENT AGENDA**

   Moved to approve Consent Agenda items A through C as follows:

   A. July 18, 2023 MTA regular Board meeting minutes.

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B. (1) Payments of July 7 through July 31, 2023 financial obligations on checks#37694 through 37755, as presented for a total of $441,978.08.
(2) Payments of August 1 through August 31, 2023, financial obligations on checks#37756 through 37865 as presented for a total of $972,863.43.
C. Approve Resolution No. 2023-10 that approves the Third Amendment to the Contract for Goods and/or Services between Mason Transit Authority and the Squaxin Island Tribe, dated October 1, 2015 and authorizing the General Manager to sign that Agreement.

Neatherlin/Martin. Motion carried.

6. ACTION ITEMS – UNFINISHED BUSINESS

A. **Title VI Policy and Plan.** Jason Rowe, Operations Manager went over the updates to the Plan with the Board. Board members inquired about how many of MTA's drivers are bilingual drivers and whether or not drivers are incentivized for that ability, as well as how many different languages are spoken in Mason County. Mr. Rowe stated that there are 13 different languages spoken in Mason County and he also described other ways MTA reaches out to the Spanish speaking community, such as at MTA's Customer Service Center at the T-CC. **Moved** that the Mason Transit Authority Board approve the Title VI Policy Statement and Plan for the period October 1, 2023 – September 30, 2026 and that such plan shall supersede and replace in full any previously adopted or approved Title VI Policy Statement and Plan. **Neatherlin/Martin. Motion carried.**

B. **Request for Approval of Approval of Additional FTE.** Amy Asher, General Manager, shared with the Board that this request relates to a fueler/detailer that provided advance notice he will be leaving to pursue education so that MTA would be able to undergo the recruitment process. Since the fueler/detailer requires holding a CDL, beginning the recruitment now will allow for training time as well as learning the job before our current employee's departure. Ms. Asher indicated she estimates this will make a difference of $1,500 to the budget. **Moved** that the Mason Transit Authority Board amend the 2023 Budget to include the temporary hiring of one new FTE as the Fueler/Detailer in the Maintenance Department for succession planning purposes. **Martin/Onisko. Motion carried.**

C. **Approval of Capital Purchase Agreement PTD0690.** Ms. Asher indicated that her office received the agreement earlier in the day. The staff at WSDOT are working hard to alleviate the number of times contracts need to be amended by streamlining the process. This contract confirms the initial federal award and also provides for the $748,808 in State Rural Mobility Transit Formula Funds that covers MTA's local match, as well as the cost escalation of the buses and associated taxes. **Moved** that the Mason Transit Authority Board approve Resolution No. 2023-11 and the Capital Grant Agreement Number PTD0690 between WSDOT and MTA. **Sheridan/Onisko. Motion carried.**

7. STAFF AND INFORMATION REPORTS:

Ms. Asher introduced Mr. Bolte and Mr. Rowe to provide their respective team reports.

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Facilities & Fleet Maintenance:

Paul Bolte, Facilities and Fleet Maintenance Manager, provided the following updates of the team:

- MTA is anticipating receiving later this year or early next year eight (8) new Gillig buses and 10 new cutaways. The team has recruited and hired two new technicians.
- MTA has begun using R99 fuel which is a 100% renewable biofuel which reduces a significant amount of carbon into the air. The new cutaways MTA has ordered are propane fuel. Ms. Asher indicated that MTA is beginning its move toward a greener fleet in the years ahead.

Operations:

Mr. Rowe described the following updates of the Operations team:

- MTA provided special transportation during the months of July and August.
- MTA has been very active and present in many outreach events during the past couple of months and mentioned several of the events as further described in the Management Report.
- MTA's new driver's class of two is in full swing. Mr. Rowe described the number of drivers currently and overall goals to expand MTA services. He is hoping that they will begin another Driver class in late October. Prospective applicants have called to check in on when next class will begin.
- Mr. Rowe also went over the ridership numbers.

General Manager:

- Ms. Asher described to the Board that with two employees out on leave during most of the summer, she has had the opportunity to learn more on payroll and the finance side of MTA and assumed those tasks throughout the summer.
- Ms. Dorian has returned from her leave and they have been working together through the payroll processes, as well as training MTA's Administrative Assistant.
- Ms. Asher also shared that she has been fortunate to have temporary financial assistance that has knowledge in government experience, so together they are working toward the upcoming audit.

Citizen Advisor to the Board:

Mr. Piety thanked the Board for the opportunity to attend the State Conference. Every time he attends a State Transportation Conference and learns more about transit, he realizes how great the service is at Mason Transit.

8. <u>COMMENTS BY BOARD</u>:

- Questions from Board members Martin and Neatherlin were posed regarding possible service in certain areas for the future. Mr. Rowe and Ms. Asher also discussed a joint pilot service between MTA and Grays Harbor Transit for the McCleary area which is currently being planned. As service continues to expand,

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staff will consider other pilot routes. Currently with retirements coming up, as MTA gets one driver in, another is going out.

- Board member Sheridan inquired as to progression opportunities for Drivers. Ms. Asher and Mr. Rowe shared some past practices and new progression opportunities that have previously led to the Supervisor positions held by employees that originally began with MTA as drivers. Some drivers have sought out positions in dispatch as well.
- The Board Chair expressed his enthusiasm that MTA buses are now using biofuel and the reduction in carbon emissions has taken off. He plans to mention it to the school board on which he serves and now MTA can be the regional expert that sets the standards for Mason County.

9. UPCOMING MEETING

Ms. Asher indicated that the October Board meeting will be conducted at the MTA Belfair Park and Ride.

NEXT BOARD MEETING

Mason Transit Authority
Regular Meeting
October 17, 2023 at 4:00 PM

Please note location below:

MTA Belfair Park & Ride
Conference Room
25250 NE SR 3
Belfair

Moved that the meeting be adjourned.

10. ADJOURNED: 4:39 PM